

Adaptive Aids (AA) Checklist

Medically Dependent Children Program (MDCP) staff may use the following checklist for reviewing adaptive aids (AA) requests:

Date or √	Checklist
	Initial informal request for AA is received.
	Case manager discussed/reviewed AA criteria; reviewed AA limitations and a general overview of tool and paperwork process; added case manager fax and contact information.
	The individual/family is informed of program limitations and procedures. AAs are limited to: <ul style="list-style-type: none"> • van lifts; • van modifications; • jump seats; • tumble forms; • feeder seats; • medically appropriate strollers; • barrier-free lifts; • environmental control units; • alarm systems; • support rails; • electrical work related to use of AAs; • installation costs for AAs; and • repairs to AAs.
	Were third-party resources (TPR) accessed? Did case manager discuss TPR requirements with the individual?
	The request is for an MDCP-covered AA.
	The case file has the following documentation for a vehicle modification request:
	<input type="checkbox"/> Information on the vehicle to be modified, including: <ul style="list-style-type: none"> • the year and model of the vehicle; • proof of ownership; • current state inspection and tags; • applicable state insurance; and • mileage.
	<input type="checkbox"/> Information on the needed modifications.
	<input type="checkbox"/> The vehicle owner's signed and dated written approval for the vehicle modification.
	Date the tool was mailed or given to the individual, with the case manager's name, fax number and telephone number.
	Provider list given to individual.
	Have I received the signed specifications?
	The preparer's qualification to prepare specifications as identified in Section 4131.3 , Specifications for Adaptive Aids, is:
	Have I received three bids?
	Is the request for a van lift/vehicle modification and, if applicable, do I have a vehicle evaluation?
	The individual provided bids based on written specifications.

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	If the items or costs are different, call the individual and ask to resolve the issues with the bidders and resubmit the bid.
	If I have not received three bids, has the individual identified why three bids were not available? The individual's reason for not getting three bids is documented in the case file.
	Bids are reviewed and are based on the written specifications.
	Is the cost of the AA less than \$100? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the AA primarily serve an educational purpose? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the AA primarily serve a recreational purpose? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Is the AA necessary to treat, rehabilitate, prevent or compensate for conditions resulting in disability or loss of function? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Documentation indicating the AA is a device necessary to treat, rehabilitate, prevent or compensate for conditions resulting in disability or loss of function is in the case file.
	AND
	Will the AA enable the individual to perform the activities of daily living or control the environment in which the individual lives? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Documentation indicating the AA enables the individual to perform the activities of daily living or control the environment in which the individual lives is in the case file.
	If yes, documentation in the case file indicates the AA will assist with:
	<input type="checkbox"/> bathing <input type="checkbox"/> dressing <input type="checkbox"/> transferring <input type="checkbox"/> toileting <input type="checkbox"/> mobility <input type="checkbox"/> eating
	Was the AA request submitted for additional DADS review? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required
	The case manager approved the AA without additional DADS review.
	Additional DADS review completed and the request is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
	The amount approved is the cost of the lowest bid.
	Contact the individual to select a provider to deliver the approved AA.
	If the individual selects a business that is not currently enrolled with MDCP, the case manager directed the individual to inform the business to contact DADS to request an application to become an MDCP provider. Discussion with the individual regarding consequences of not selecting an enrolled provider is documented in the case file.
	DADS Review = Approved with no Personal Costs (Enhancements)
	Complete and send Form 2065-B , Notification of Waiver Services, to the individual and provider.
	Complete and send Form 2416 , Minor Home Modifications and Adaptive Aids Service Authorization, to the individual and provider.
	Data entry into Service Authorization System (SAS) completed.

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	Did I receive Form 2416 signed by the provider?
	Did I receive Form 8605 , Documentation of Completion of Purchase, from the provider?
	DADS Review = Approved with Personal Costs (Enhancements)
	Case manager determined personal costs because the: <input type="checkbox"/> request exceeds the AA service limit; <input type="checkbox"/> request is not within the scope of the AA service criteria; or <input type="checkbox"/> individual selected a provider with a higher cost than the lowest bid.
	Complete Form 2416 and send to the individual. The individual signs Form 2416 acknowledging the amount of the personal cost.
	Did the case manager receive Form 2416 signed by the individual acknowledging the personal costs?
	Complete and send Form 2065-B to the individual and provider.
	Complete and send Form 2416 to the individual and provider.
	Data entry into SAS completed.
	Did I receive Form 2416 signed by the provider?
	Did I receive Form 8605 from the provider?
	DADS Review = Denied
	Complete and send Form 2065-B to the individual.